

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: February 21, 2019

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RFP No. 007-C-2019 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Tuesday, March 26, 2019 @ 4:00 o'clock p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

Food Services for the Prison Population at the Golden Grove Adult Correctional Facility on St. Croix and the Criminal Justice Complex on St. Thomas

SCOPE OF SERVICES: See Attached

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) capability of meeting schedules; and (v) quality of performance on other similar projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas
Commissioner Nominee
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-007-C-2019 (P) Food Services for the Prison Population at the Golden Grove Adult Correctional Facility on St. Croix and the Criminal Justice Complex on St. Thomas

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Dynell R. Williams** at dynell.williams@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following supply/service: **RFP-007-C-2019 (P) Food Services for the Prison Population at the Golden Grove Adult Correctional Facility on St. Croix and the Criminal Justice Complex on St. Thomas**

C. PROPOSE SCOPE OF WORK

See Attached Scope of Services

D. TIMETABLE

1. Proposals will be accepted at Department of Property & Procurement, no later than **Tuesday, March 26, 2019 @ 4:00 o'clock p.m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *one* (1) original and *four* (4) copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Tuesday, March 26, 2019 @ 4:00 o'clock p.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas
Commissioner Nominee
Property & Procurement
3274 Estate Richmond
St. Croix, United States Virgin Islands 00820

THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN

RFP-007-C-2019 (P)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Dynell R. Williams**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, email and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for project.
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; and email address).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost: Cost Proposal must be submitted in a separate sealed envelope.**

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. Bidders must submit hard copy of a valid Virgin Islands Business License within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) business days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) business days after award of contract, the successful bidder must submit a copy of their certificate verifying his firm and agents are covered by Workers' Compensation Insurance.
3. **FAILURE TO PROVIDE THE CERTIFICATE WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY**

**DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN
FOR POTENTIAL AWARDDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATION

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.



Government of the Virgin Islands

BUREAU OF CORRECTIONS

"Security, Custody, Control"

Rural Route 1, Box 9955, Kingshill, VI 00850-9715

Phone: (340) 778-0400 • Fax: (340) 778-2929



Scope of Work for Prisoner Meal Services

The Bureau of Corrections is looking for a contractor to provide the following services:

1. Prepare meals for the prison population ranges from 100 – 300 prisoners.
2. Provide necessary and nutritious food, material and supplies with sufficient reserves to feed the inmate population at the Government's correctional facilities, Golden Grove Adult Correctional Facilities on St. Croix, Criminal Justice Complex on St. Thomas and the Alva A. Swan Annex on St. Thomas. Food service will require three (3) meals per day—breakfast, lunch, and dinner—each and every day, seven (7) days per week during the term of this contract. Meals are to be prepared with variety, quality and calorie requirements that meet standards set by the American Correctional Association Standards, pertinent Bureau of Corrections Policies and the Settlement Agreements before courts of competent jurisdiction related to conditions at Government's correctional facilities. The following raw food specifications shall be adhered to for all food served under this Contract:
 - a. Beef, veal, and lamb, U.S.D.A Grade Choice
 - b. Pork and poultry, U.S.D.A. Grade A
 - c. Eggs and dairy products U.S.D.A. Grade A
 - d. Fresh produce No. 1 quality
 - e. Canned food fancy, Choice or Standard Quality according to use of the same.
 - f. Frozen Food U.S.D.A. Grade A
 - g. All other food stuff shall be of comparable quality.
3. Provide special dietary requirements as described in the contractor's diet manual, for inmates with special health problems, as directed by Bureau of Corrections medical personnel. Contractor further agrees to prepare meals to meet religious requirements as approved by jail chaplains. Religious diet prescriptions will be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special and religious diets will be kept as simple as possible and should conform as closely as possible to the food served to other inmates. Contractor shall provide traditional holiday meals for Easter Sunday, Fourth of July, Thanksgiving Day, Christmas Day and New Year's Day. Sample Menus for each holiday will be submitted one month in advance for approval by the Warden of each of the correctional facilities.
4. Ensure Nutritional adequacy of menus, to include religious and special diets, shall be reviewed at least annually by a Contractor's qualified dietitian to ensure menus meet nationally recommended allowances for basic nutrition.

5. Contractor shall prepare a four-week cycle menu. Said four-week cycle menu shall be approved by the Warden of each of the correctional facilities. The parties will review the menu annually and mutually agree to the menu to be used in the following year. The cost of food items in any new menu shall be comparable to the cost of food in the menu being changed in order to allow the Contractor to maintain a consistent meal price and if not, the meal price will be equitably adjusted based upon the change in costs. Any deviation from the menu must be pre-approved in writing by the Warden. It is agreed that, at a minimum, the menu shall provide nutritiously balanced meals at breakfast, at lunch including a vegetarian entrée, and at dinner including a vegetarian entrée. The Government shall provide the Contractor with a daily count of vegetarian and special diet meals to be served at its correctional facilities as described in the contractor's diet manual.
6. Contractor shall prepare copies of the menu cycle which shall be provided to the Government which shall be responsible to make copies and distribute the copies to all dining facilities at each corrections facility and placed in a conspicuous area in the kitchens. These copies shall be available for inspection at all times.
7. Contractor agrees to provide meals for the Bureau of Corrections staff which shall be based on the same menu as provided to the inmate population.
8. Contractor shall be responsible for transporting all inventory and supplies from the point of purchase or receipt to the Bureau of Corrections' warehouses and transporting all inventory and supplies from said warehouses to the Government's correctional facilities.
9. To the extent permissible and so long as local prices do not exceed the prices otherwise available to the Contractor and so long as the quality and product availability meet the needs of the Contractor, the Contractor shall purchase from local vendors all inventory and supplies required for its food service operation to include, but not limited to, all raw food, processed food, paper cups, hinged trays, foil wrap, and other meal delivery items.
10. The Government will provide inmate workers.
11. Participate in Table Top Exercises, Development and Implementation of Emergency Disaster Plans required by VITEMA and other disaster management agencies as related to contingency plans for food service at the Government correctional facilities.
12. Conduct bi-weekly inspections of the food service equipment and facilities at the Government corrections facilities.